

# HOME RULE CITY CONSOLIDATION PETITION INSTRUCTIONS

## State Boundary Commission

Department of Licensing and Regulatory Affairs

Authority: 1968 PA 191

**General instructions for preparation of a Consolidation Petition which consists of the following parts and forms:**

**Part I Map:** Shall be labeled and prepared pursuant to State Boundary Commission General Rule 37; **attach sheets labeled “PART I”** [R123.37].

**Part II Petition Certification:** Requests that the State Boundary Commission order the incorporation of the area described in the Part III description as a Home Rule City [MCL 123.1012(1)]. Statement must include the names of the local units of governments that would be consolidated; **attach sheets labeled “PART II”** [MCL123.1012(3)].

**Part III Legal Description:** Shall be labeled and prepared pursuant to State Boundary Commission General Rule 37; **attach sheets labeled “PART III”** [R123.37].

**Part IV Petition Signatures:** Shall contain the required petition signatures submitted on Secretary of State/Bureau of Elections Form 2010-2002 [MCL123.1012(1)]. This form can be obtained from the Secretary of State. **The Part I map must be attached to the petition signature sheets** [MCL 117.6].

**Part V Reason for Request:** Petitioner(s) reason(s) for the consolidation request and statement indicating that the consolidation meets the population conditions pursuant to Section 7 of The Home Rule City Act, 1909 PA 279 [MCL117.7]; **attach sheets labeled “PART V”** [R123.37].

**Part VI:** This part is not required on this type of petition.

**Part VII Map:** Shall contain a map showing the relationship of the area proposed for annexation to the balance of the involved and adjacent units of government; **attach sheets labeled “PART VII”** [R123.37]

**Provide contact information** of petitioner and involved local units of government; **attach sheets** [R123.32(1)].

**The completed petition shall be filed with the State Boundary Commission. This may be done in person between the hours of 8:00 a.m. and 5:00 p.m., by mail or email to [bccolr@michigan.gov](mailto:bccolr@michigan.gov).**

### **U.S. Postal Service:**

State Boundary Commission  
Office of Land Survey and Remonumentation  
Department of Licensing and Regulatory Affairs  
P.O. Box 30254  
Lansing, MI 48909

### **Courier Other Than U.S. Postal Service**

State Boundary Commission  
Office of Land Survey and  
Remonumentation Department of Licensing  
and Regulatory Affairs  
611 West Ottawa  
Ottawa Building, 1<sup>st</sup> Floor  
Lansing, MI 48933